

State of California

Department of Transportation



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*Office of
CTC Liaison*

www.dot.ca.gov/hq/transprog/ctcliaison



THE AGENDA TITLES

- 120% or Greater Project Allocations
and
- Supplemental Funds Requests

THE REAL TITLE

- Project Allocation Requests
or
- How To Get The CTC To Show You
The Money

Topics

- Where to get information to stay on schedule
- General Overview of Allocations and Book Item Process
- Special Allocations
 - Votes for 120% or more of programmed amount
 - Emergency Allocations (G-11 Process)
 - Emergency Project Closeout (G-11 Adjustment)
 - Allocation Adjustment (G-12 Delegation)
 - Supplemental Allocations

Where to Get Information to Stay on Schedule

1. District Contacts

- Program Management
- Local Assistance Engineers
- Mass Transit Coordinators

2. Transportation Programming Liaisons

- SHOPP
- STIP
- FTIP
- CTIPS

3. The Internet and Intranet

- CTC Liaison Internet
 - <http://www.dot.ca.gov/hq/transprog/ctcliaison.htm>

The Internet and Intranet

A. CTC Liaison Internet

–<http://www.dot.ca.gov/hq/transprog/ctcliaison.htm>

Easy to find from Caltrans Home Page (www.dot.ca.gov/)
by searching for “Programming”.

Things to look for:

- Agenda
- Estimated Timed Agendas
- Hot Topics & Resolutions
- Schedules
 - CTC Meetings
 - **MEETING MATERIAL DUE DATES**
- *Coming Soon - The Web Book*

The Internet and Intranet

B. CTC Liaison Intranet Extras

- <http://trweb.dot.ca.gov/ctcliaison/>
 - Summaries of CTC Meetings and CTC Resolutions

C. Check out the neighborhood

- Link to CTC Home Page
- Local Programs
 - <http://www.dot.ca.gov/hq/LocalPrograms>

[illegible]

General Overview of Allocations and Book Item Process

- High volume and Long Process
- Need to be complete
- Need to beat deadlines
- Allocations need to match programming and any deviations need to be explained
- Allocation requests should include:
 - PPNO
 - EA
 - Splits or Combines
 - » Attachment with details on other projects
 - Vote Amount verses Programmed Amount
 - » Explanation if requesting less than programmed (savings or hold for later vote)
 - County
 - Programmed Year
 - District
 - Contributions from other sources
 - » Co-operative agreements-attachment
 - Performance Measures
 - Project Manager's name and telephone number
 - Caltrans administered projects entered in PMCS
 - For Caltrans Administered STIP projects - Confirm Construction Support

General Overview of Allocations and Book Items Process

Changes at allocation

- Splits for later phases or mitigation
- Notations if will be combined
- Partial allocations
- Small increases or decreases
- Component adjustment
- Schedule advances

General Overview of Allocations and Book Items Process

- Note A: Formal Amendments or extension approvals are required for :
 - Scope Changes
 - Schedule Delays
 - Complicated Changes/Adjustments
- Note B: Flexibility at Allocation
 - Applies only to allocation approved directly by the Commission- It does not extend to delegated allocation. Plan on extra time if you want to change your cost scope or schedule commitments.

Special Allocations

1. \geq 120% of Programmed Not Routine

- Takes Extra Time
 - Be nice to Kris Balaji for months
 - » (916) 654-2683
 - » 8-464-2683
- Full and complete disclosure Fact Sheet
- Be prepared to respond to more questions
- Seriously consider options if extra funding not approved

Special Allocations

2. Emergency Allocations (G-11 process)

- True threats to life & property. Not to be abused for old problems. Only available while emergency persists. Reported to and monitored by CTC.

3. Emergency Project Closeout (G-11 adjustment)

- Within certain limits can be used for claims and final adjustments. Special report to CTC.
- Based on original G-11, not total allocation
- 20% less that \$1,000,000
- \$100,000 + 10% for \$1,000,000 to \$10,000,000

Special Allocations

4. General Allocation Adjustments

(G-12 delegation limits)

- Major Projects: \$200,000 + 10% for projects \geq \$1,000,000
- Minor A: \$150,000
- Minor B: Total allocation cannot exceed \$122,000

5. Supplemental Allocations

- Approved by CTC
- Less routine than 120%
- More time
- More justification
- Be nicer to Kris Balaji
- Full and complete disclosure Fact Sheet
- Special requirement include:
 - Comparison of bidders
 - Bid price analysis
 - Explanation of CCO's

Think about options early, CTC hates to be presented with ultimatums

Summary

Programming constitutes a commitment to delivering cost, scope and schedule.

Life is fairly simple and predictable if nothing major has changed when you want an allocation.

Words of Wisdom

Life is complicated and stressfull if we want to change our commitments. Plan early and be prepared for extra work if you can not deliver a completed project for the cost scope and schedule that was programmed.

We can help, but we need to be involved early and you must be open and honest with us.

Check the Internet to stay up to date.

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